

## TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS EXCHANGING X12 837, ACKNOWLEDGEMENT, AND 835 TRANSACTIONS

This attachment contains instructions on exchanging the X12 837, Acknowledgement, and 835 transactions. The information in this attachment is in the following order:

- Section I – Connecting to the EDI web site
- Section II – Sending and receiving X12 837 and acknowledgment
- Section III – Receiving the X12 835
- Section IV – Provider Electronic Solutions (PES) connectivity and exchange

### **SECTION I - CONNECTING TO THE EDI WEB SITE**

The EDI Department will support the following data exchange methods for the X12 837, Acknowledgement, and 835 transactions:

- Secure Web, using an Internet Service Provider (ISP) and a personal computer with a modem, browser, and encryption software.
- Remote access dial-up (RAS), using a personal computer with a modem and browser and encryption software.
- 3480, 3490, 3490E cartridge tapes, by which trading partners may exchange the X12 837 transaction only.

#### **CONNECTING USING SECURE WEB**

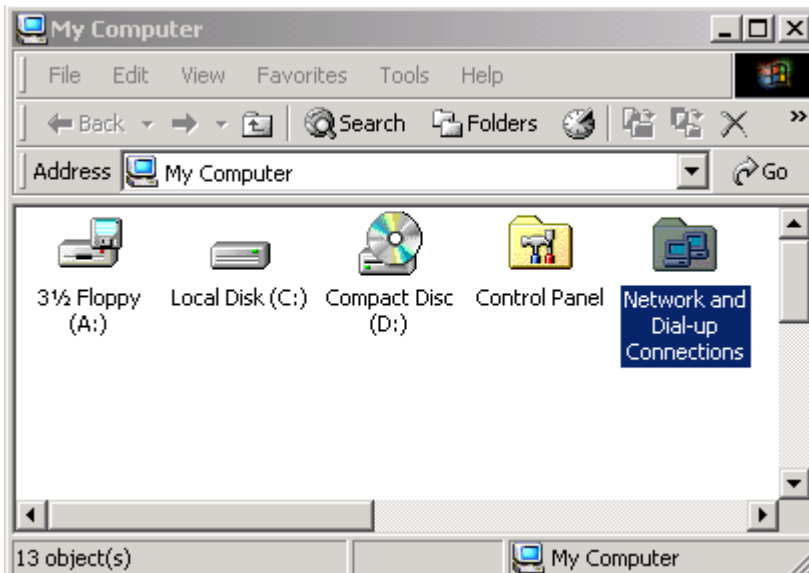
To connect to the DHCF EDI web site via your internet service provider (ISP), open your web browser and enter the DHCF EDI Address, <https://www.wisconsinedi.org>.



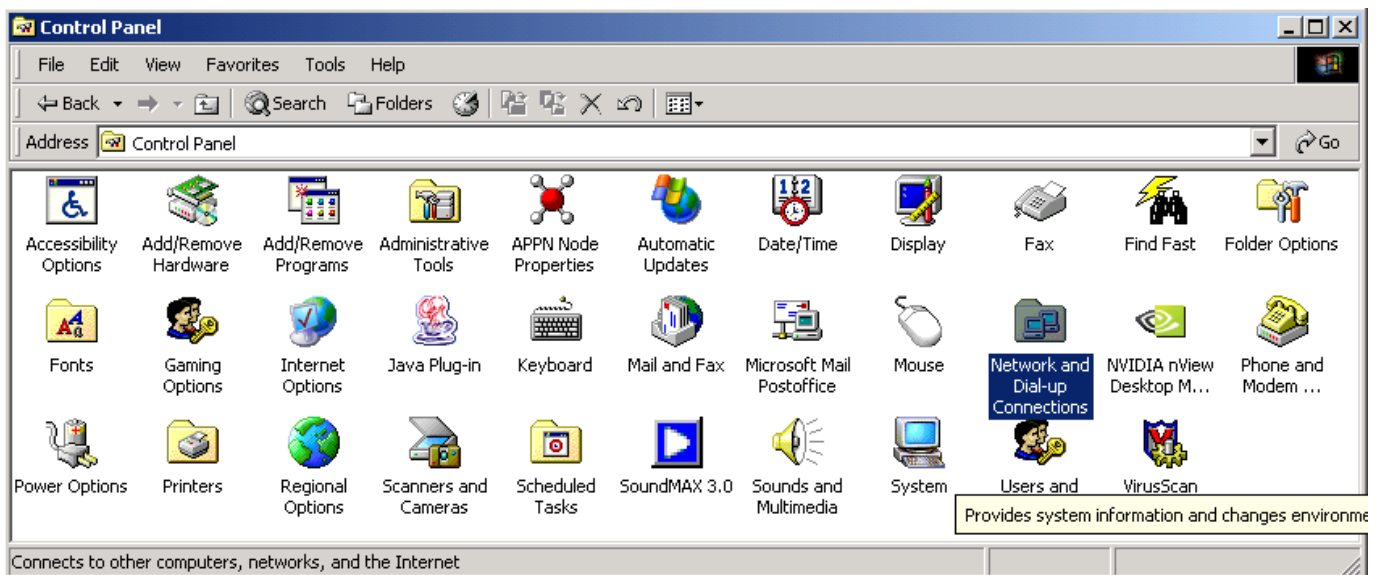
#### **CONNECTING USING RAS**

To create a dialup connection to the EDI RAS server, please follow the instructions provided by your modem's manufacturer for proper modem installation. As not all Windows Operating systems are identical in design, you may have to search for the dialup networking installer either in My Computer, Control Panel, or in the Start Menu, and then double click on Network and Dial-up Connections. Please note that the examples provided may not directly match your computer's dialogue boxes.

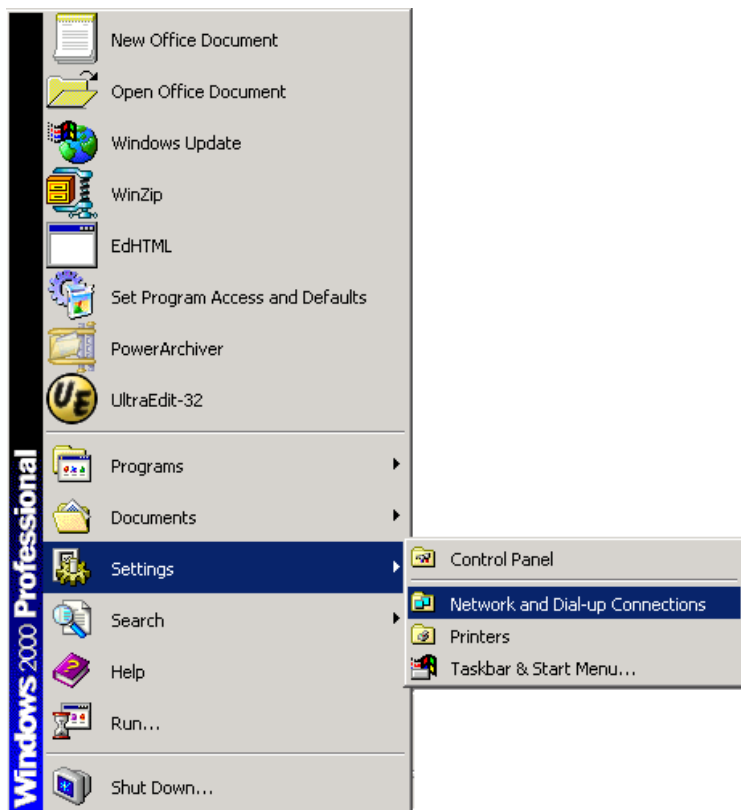
### My Computer



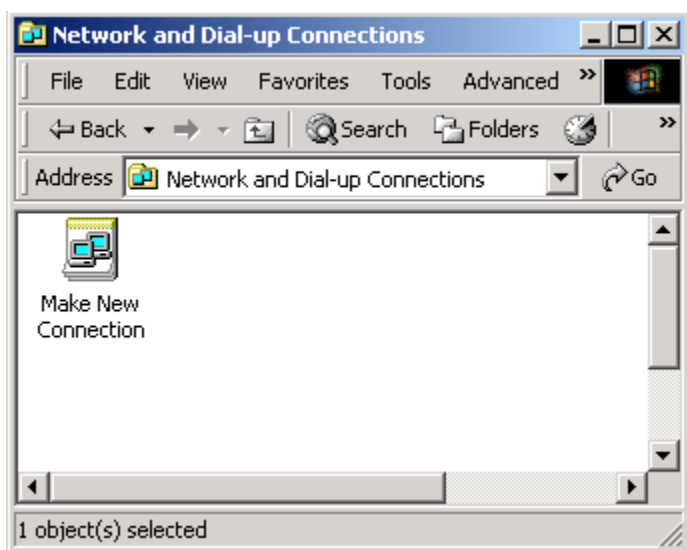
### Control Panel



### Start Menu



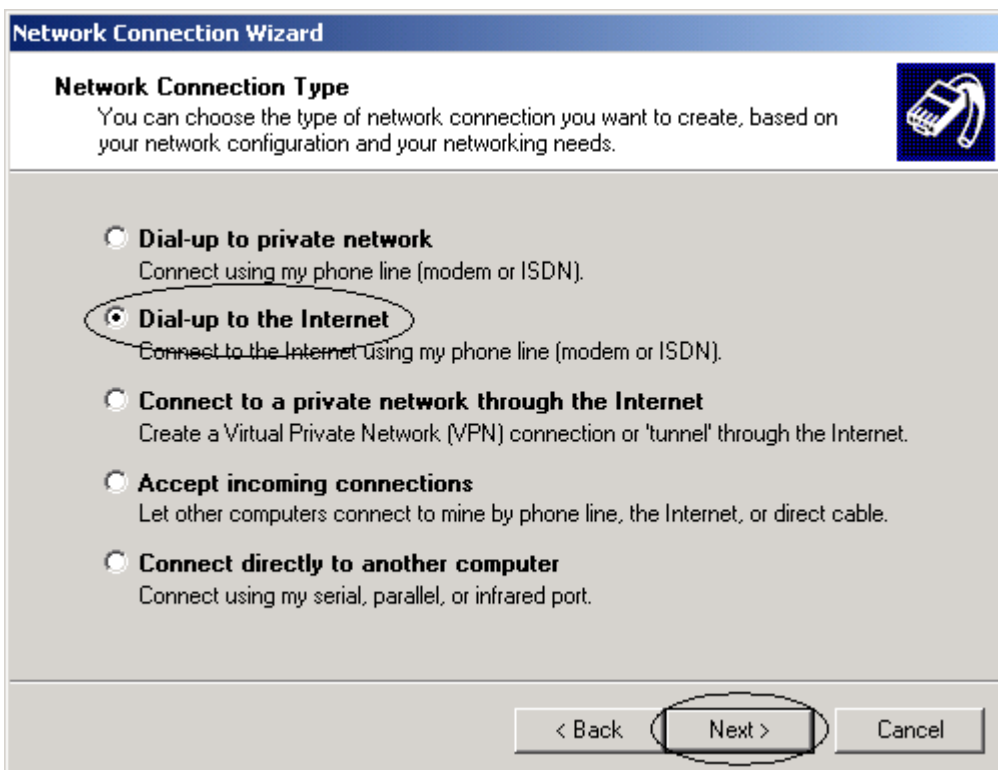
Double click on the Make New Connection icon.



After the initial Network Connection Wizard dialog box appears immediately click Next.



Select Dialup to the Internet and then click Next.



Insert the DHCF EDI dial up phone number - (608) 221-2152 and click Next.

**Internet Connection Wizard**

**Step 1 of 3: Internet account connection information**

Type the phone number you dial to connect to your ISP.

Area code: 608 Telephone number: 221-2152

Country/region name and code:  
United States of America (1)

☒ Use area code and dialing rules

To configure connection properties, click Advanced.  
(Most ISPs do not require advanced settings.)

Advanced...

< Back Next > Cancel

Enter the EDI User Name and Password for the dialup networking account as follows and click Next.

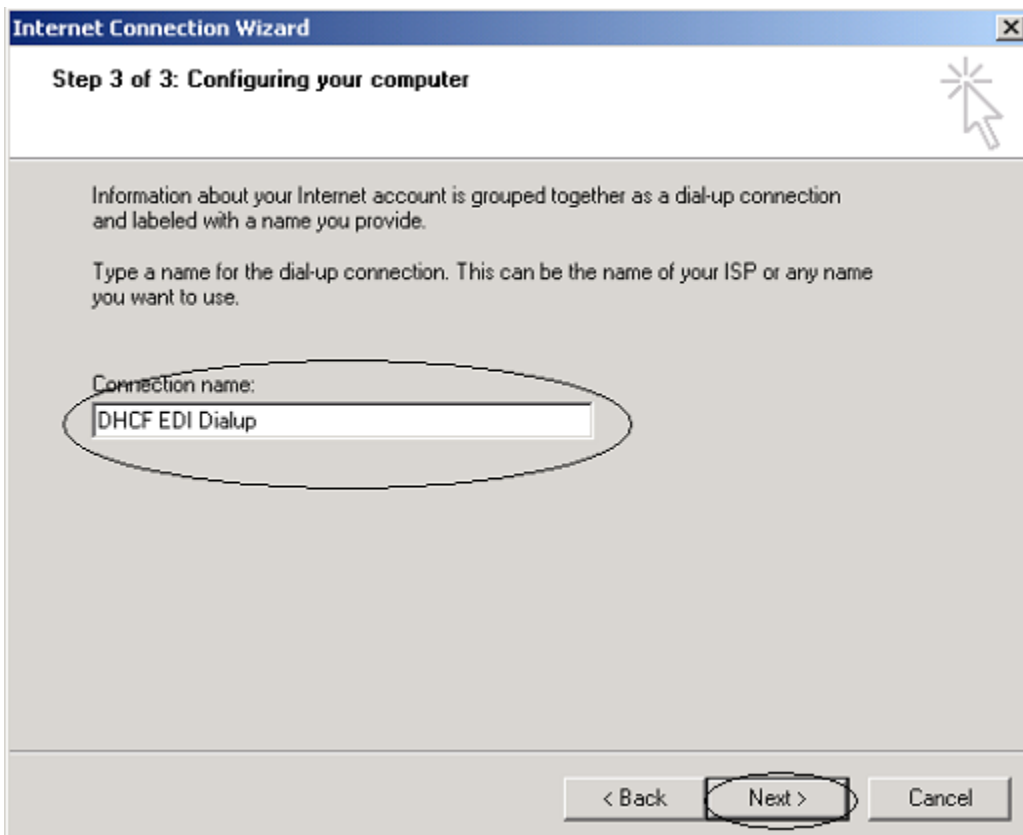
User name: dialupuser  
Password: rwt07&a1

**Note:**

*This information is case sensitive, so please type all of the alphabetic characters in lowercase. (NO CAPITAL LETTERS)*

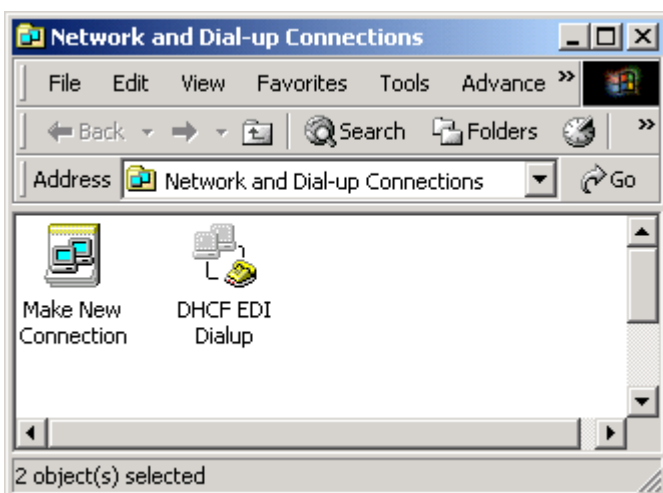
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The subtitle is "Step 2 of 3: Internet account logon information". Inside the dialog, there is instructional text: "Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP." Below this text are two input fields. The first is labeled "User name:" and contains the text "dialupuser". The second is labeled "Password:" and contains a series of "X" characters. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a black oval. There is also a mouse cursor icon pointing towards the top right corner of the dialog box.

Enter a name to identify your DHCF EDI dialup networking connection and click Next (the following is provided as an example).

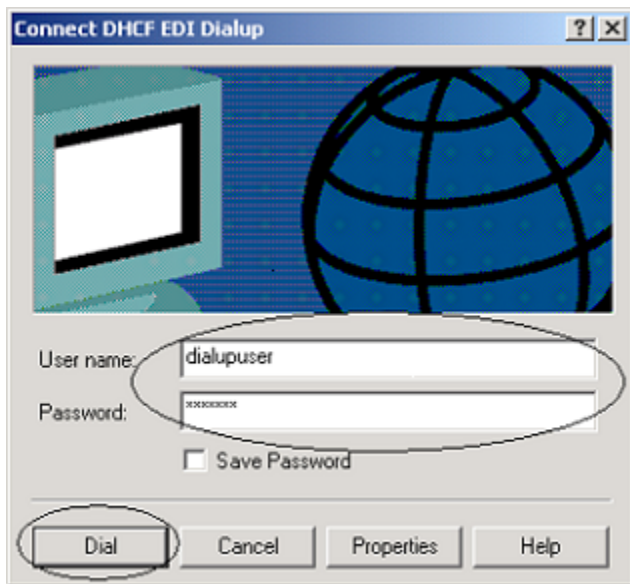


A prompt may appear requesting to create an internet email account. Select "No" and click Next, and then click Finish.

Return to the Network and Dial-Up Connections dialogue box and double click the DHCF EDI Dialup icon.



Your user name and password should be displayed on the connection screen as follows.



Click Dial.

After the connection has been successfully made, open your web browser and enter the DHCF EDI address, <https://www.wisconsinedi.org>.



## **EDI CARTRIDGE TAPE REQUIREMENTS**

The DHCF EDI Department will only accept 3480, 3490, and 3490E magnetic tape cartridges containing the X12 837 Health Care Claim, Dental, Professional, and Institutional transactions following these format requirements.

- ASCII format
- The external label must contain the trading partner id
- Block size must be coded to 32760
- Pad the remaining block(s) after the X12 trailer segment with null characters.
- No compressed files
- No encryption
- No internal label



## SECTION II - SENDING AND RECEIVING X12 837 AND ACKNOWLEDGEMENT TRANSACTIONS

In order to exchange X12 837 and Acknowledgement transactions, trading partners are required to maintain at least one logon and password at the EDI web site, [www.wisconsinedi.org](http://www.wisconsinedi.org). Please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration. Following are the instructions for exchanging the X12 837 and Acknowledgement transactions.

### Step 1 - Login

Enter your user name and password.

If you have not registered to use the EDI web site, please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration.

Wisconsin Medicaid Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://www.wisconsinedi.org/webedi/welcome.jsp> Go Links »

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

**Wisconsin Medicaid**  
Home | Search | What's New!

**HIPAA**

**Login and Registration**

Enter Your Login and Password (click [Register](#) if you are a new user)

The Wisconsin Medicaid EDI secure web site is intended for EDI trading partners exchanging health care transactions. Prior to registering as a user you must have a DHCF EDI assigned trading partner ID. Please click on the following link for more information on how to obtain a trading partner id:

[Obtaining a Trading Partner ID](#)

User Name:

Password:

[Register to use site](#)

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Step 2 - Uploading X12 837 Test File(s)

Click Upload Test Files

The screenshot shows a Microsoft Internet Explorer window displaying the WebEDI Application Home Page. The browser's address bar shows the URL <https://www.wisconsinedi.org/webedi/login.do>. The page features a blue header with navigation links: [wisconsin.gov home](#), [state agencies](#), and [subject directory](#). Below this is a dark blue navigation bar with links: [Department of Health & Family Services](#), [Programs & Services](#), [Partners & Providers](#), [Licensing](#), [Reference Center](#), and [Search](#). The main content area has a red sidebar on the left with a circular logo. The central part of the page displays the **Wisconsin Medicaid** logo, a **HIPAA** banner, and a navigation bar with links: [Home](#), [Profile](#), [Upload Test Files](#), [Test Download](#), and [Logoff](#). The main heading is **Home Page for the WebEDI Application**. Below this, under the heading **Available Options:**, there is a table with two columns: a link and a description.

<a href="#">Home</a>	Return to WebEDI home page.
<a href="#">Profile</a>	Manage user profile.
<a href="#">Upload Test Files</a>	Allows users to upload X12 837 transaction files
<a href="#">Download Test Files</a>	Allows users to download X12 835, 997, and TA1 transaction files.
<a href="#">Logoff</a>	Logs you off of the system.

A list of Frequently Asked Questions about HIPAA Claim Submission will be available shortly. In the meantime, please refer to the [HIPAA](#) page at the [Wisconsin Medicaid Assistance Program](#) Web site.

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**Wisconsin Department of Health and Family Services**

Click on the browse button and locate the X12 837 transaction file(s) on the computer or network to submit for testing. Trading partners may submit up to 5 files at a time for testing.

Upload Test Files - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://www.wisconsinedi.org/webedi/upload.do?isProd=false> Go Links »

WISCONSIN.GOV wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

 **Wisconsin Medicaid**  
Home | Search | What's New!  
**HIPAA**

Home Profile Upload Test Files Test Download Logoff

## Upload Test Files

Files uploaded from this screen will be routed to a test and evaluation environment -- not to the claims processing system.

Select files by using the **Browse** button and then click **Upload Files** to upload up to five files at a time.

Check the download page in a few hours to confirm the upload was successful.

- Only files in the approved HIPAA X.12 formats may be uploaded.
- You can upload up to five files at a time.
- The combined file sizes must not exceed 8 MB.

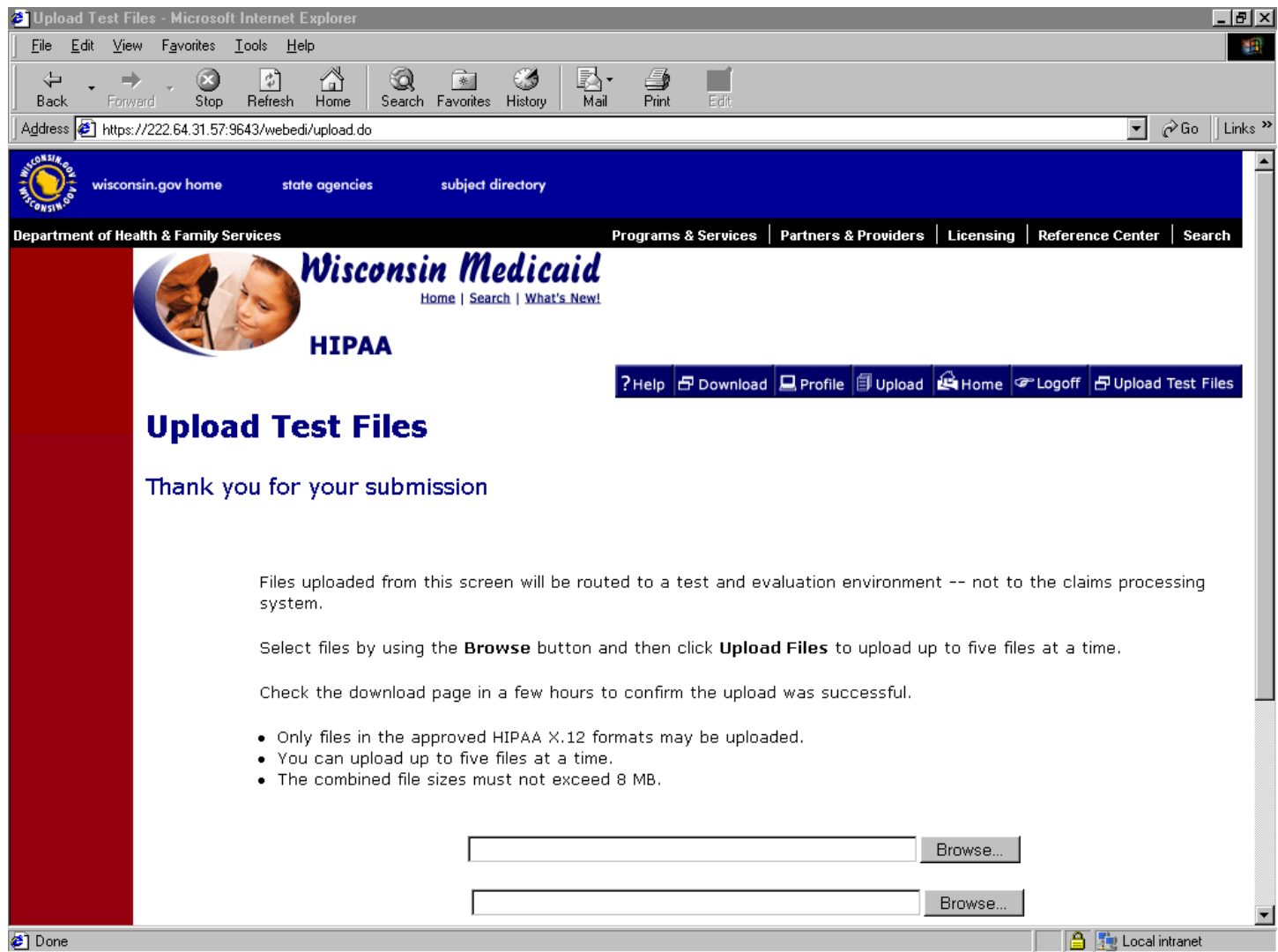
Browse...

Browse...

Browse...

Done Internet

Trading partners will receive the following screen indicating a successful submission.



### Step 3 – Downloading Acknowledgments

To verify the validation of the X12 837 test file(s) submitted via the EDI web site, trading partners are required to also download the applicable acknowledgement. Please reference the EDI TA1 and 997 companion guides located on the DHFS web site, [http://www.dhfs.state.wi.us/medicaid9/edi/edi\\_enroll\\_compguides.htm](http://www.dhfs.state.wi.us/medicaid9/edi/edi_enroll_compguides.htm), for more information on verifying the status of an X12 exchange.

The EDI department will only generate rejected TA1 (TA104 = R) transactions if the interchange information provided on the X12 837 is not appropriately recognized. Trading partners should reference the applicable X12 837 companion document located on the DHFS web site, [http://www.dhfs.state.wi.us/medicaid9/edi/edi\\_enroll\\_compguides.htm](http://www.dhfs.state.wi.us/medicaid9/edi/edi_enroll_compguides.htm), to verify the interchange requirements. The EDI department will not generate accepted TA1 transactions and will use the 997 transaction to indicate accepted/rejected transactions.

Click Download Test Files

The screenshot shows a Microsoft Internet Explorer browser window displaying the Wisconsin Medicaid WebEDI Application Home Page. The browser's address bar shows the URL <https://www.wisconsinedi.org/webedi/login.do>. The page features a blue header with navigation links: [Home](#), [Profile](#), [Upload Test Files](#), [Test Download](#), and [Logoff](#). Below the header, the page is titled "Home Page for the WebEDI Application" and lists "Available Options:" with links to [Home](#), [Profile](#), [Upload Test Files](#), [Download Test Files](#), and [Logoff](#). A section titled "A list of Frequently Asked Questions about HIPAA Claim Submission will be available shortly. In the meantime, please refer to the HIPAA page at the [Wisconsin Medicaid Assistance Program](#) Web site." is also present. The footer includes links to [Back to top](#), [About](#), [Contact](#), [Disclaimer](#), [Privacy Notice](#), and [Feedback](#), along with the text "Wisconsin Department of Health and Family Services".

Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://www.wisconsinedi.org/webedi/login.do> Go Links

WISCONSIN.GOV wisconsin.gov home state agencies subject directory

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**Wisconsin Medicaid**  
Home | Search | What's New!  
HIPAA

[Home](#) [Profile](#) [Upload Test Files](#) [Test Download](#) [Logoff](#)

## Home Page for the WebEDI Application

Available Options:

<a href="#">Home</a>	Return to WebEDI home page.
<a href="#">Profile</a>	Manage user profile.
<a href="#">Upload Test Files</a>	Allows users to upload X12 837 transaction files
<a href="#">Download Test Files</a>	Allows users to download X12 835, 997, and TA1 transaction files.
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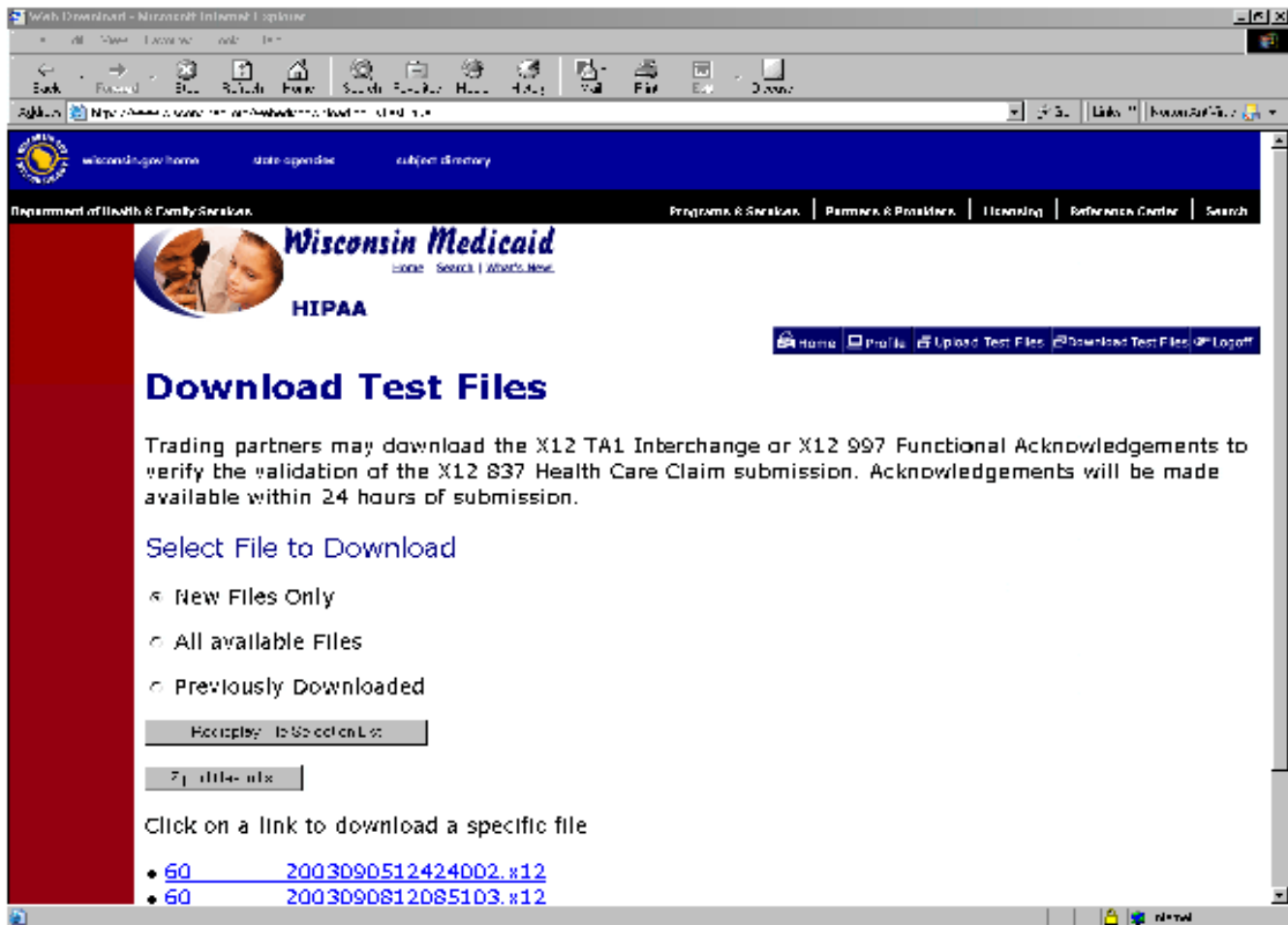
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Wisconsin Department of Health and Family Services

Internet

Trading partners will receive the following screen. Trading partners may select from the following options when downloading files:

- New files only
- All available files
- Previously downloaded file



Trading partners may click on a link to download the acknowledgement transaction file(s), or if multiple files exist trading partners can zip files in the list to prior to downloading. The default setting for downloading files is New Files Only. Trading partners may also filter the list of files displayed by clicking on All Available Files or Previously Download. The Trading partner id will precede the file name.

**ATTACHMENT III**

HCF 13077 (Rev. 08/03)

**Sending X12 837 Files Using Cartridge Tape**

Trading partners may also send the X12 837 Health Care Claim transaction files using cartridge tape. Please reference Section I of this attachment for cartridge tape format specifications. Cartridge tapes received by the EDI department that do not match the documented format specifications will be returned unprocessed to the trading partner.

Please mail cartridges to the following address. All cartridges will be returned to the original sender.

Tape Librarian  
DHCF EDI Department  
6406 Bridge Rd  
Madison WI 53784-0009

The EDI department will process the test files contained on the cartridge tape and notify the trading partner on the evaluation results. The applicable X12 acknowledgements will also be created for cartridge tape submissions; however trading partners will be required to download them from the EDI web site. Please reference Downloading Acknowledgements in this attachment for specific instructions.

### SECTION III - RECEIVING THE X12 835 TRANSACTION

Trading partners requesting to test the X12 835 transaction should contact the DHCF EDI department to obtain a test billing provider number to use for testing. Trading partners will be required to submit an X12 837 Health Care Claim transaction test file (containing the test billing provider number) in order to receive the corresponding X12 835 Health Care Claim Payment/Advice transaction test file.

**Trading partners utilizing separate third parties for sending the X12 837 and receiving the X12 835 transactions on the trading partner's behalf must coordinate this testing.**

To exchange the X12 835 transaction trading partners are required to maintain at least one logon and password at the EDI web site, [www.wisconsinedi.org](http://www.wisconsinedi.org). Please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration.

Following are the instructions for exchanging the X12 835 transaction.

#### Step 1 - Login

Enter your user name and password.

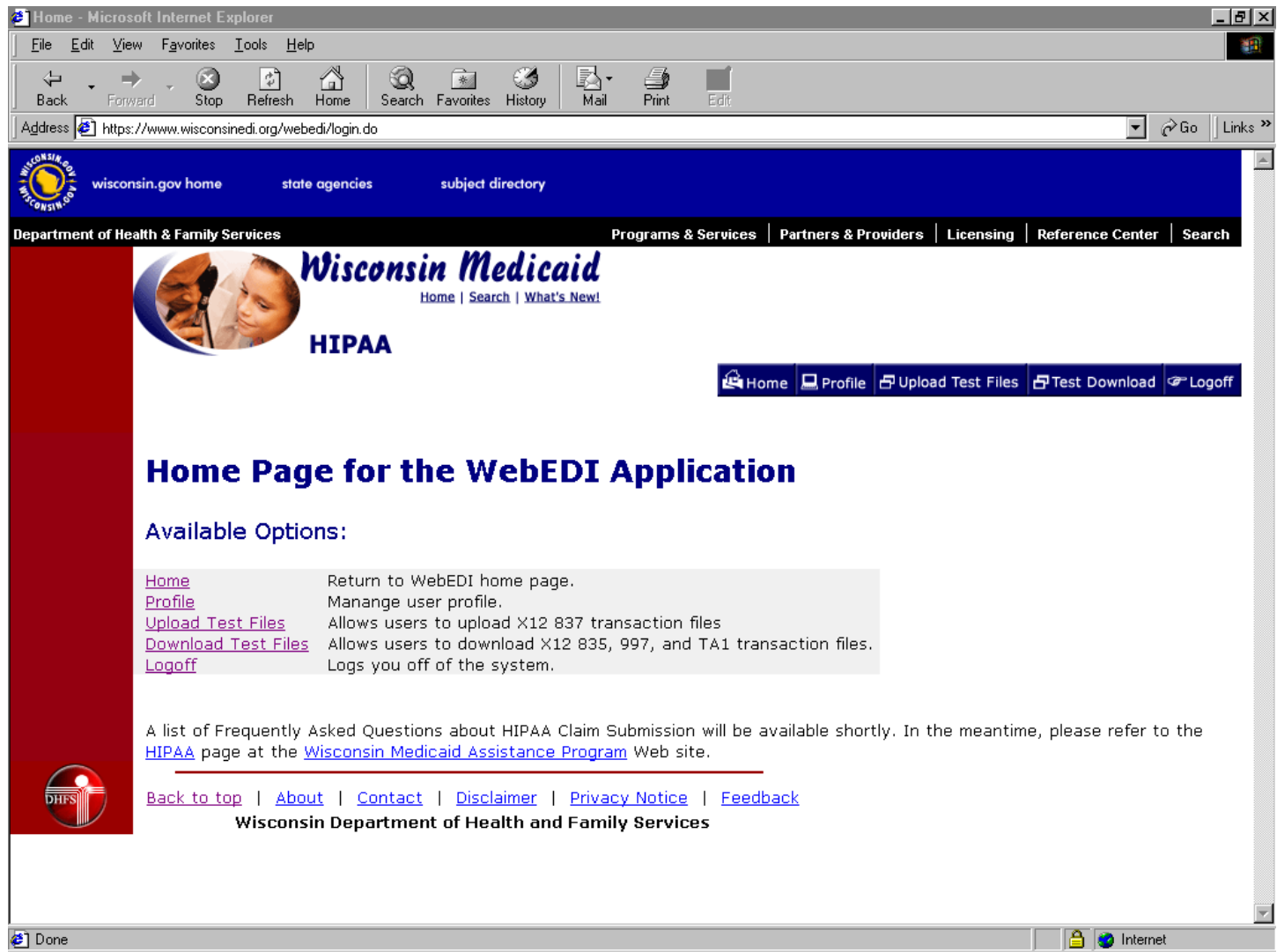
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**Wisconsin Medicaid**   
[Home](#) | [Search](#) | [What's New!](#)   
**HIPAA**   
**Login and Registration**   
**Enter Your Login and Password (click [Register](#) if you are a new user)**   
  
The Wisconsin Medicaid EDI secure web site is intended for EDI trading partners exchanging health care transactions. Prior to registering as a user you must have a DHCF EDI assigned trading partner ID. Please click on the following link for more information on how to obtain a trading partner id:   
[Obtaining a Trading Partner ID](#)   
  
User Name:    
Password:    
  
    
  
[Register to use site](#)   
  
At the bottom, there is a red sidebar with the DHFS logo and a white footer with links: [Back to top](#), [About](#), [Contact](#), [Disclaimer](#), [Privacy Notice](#), and [Feedback](#). The footer also includes the text: **Wisconsin Department of Health and Family Services**.



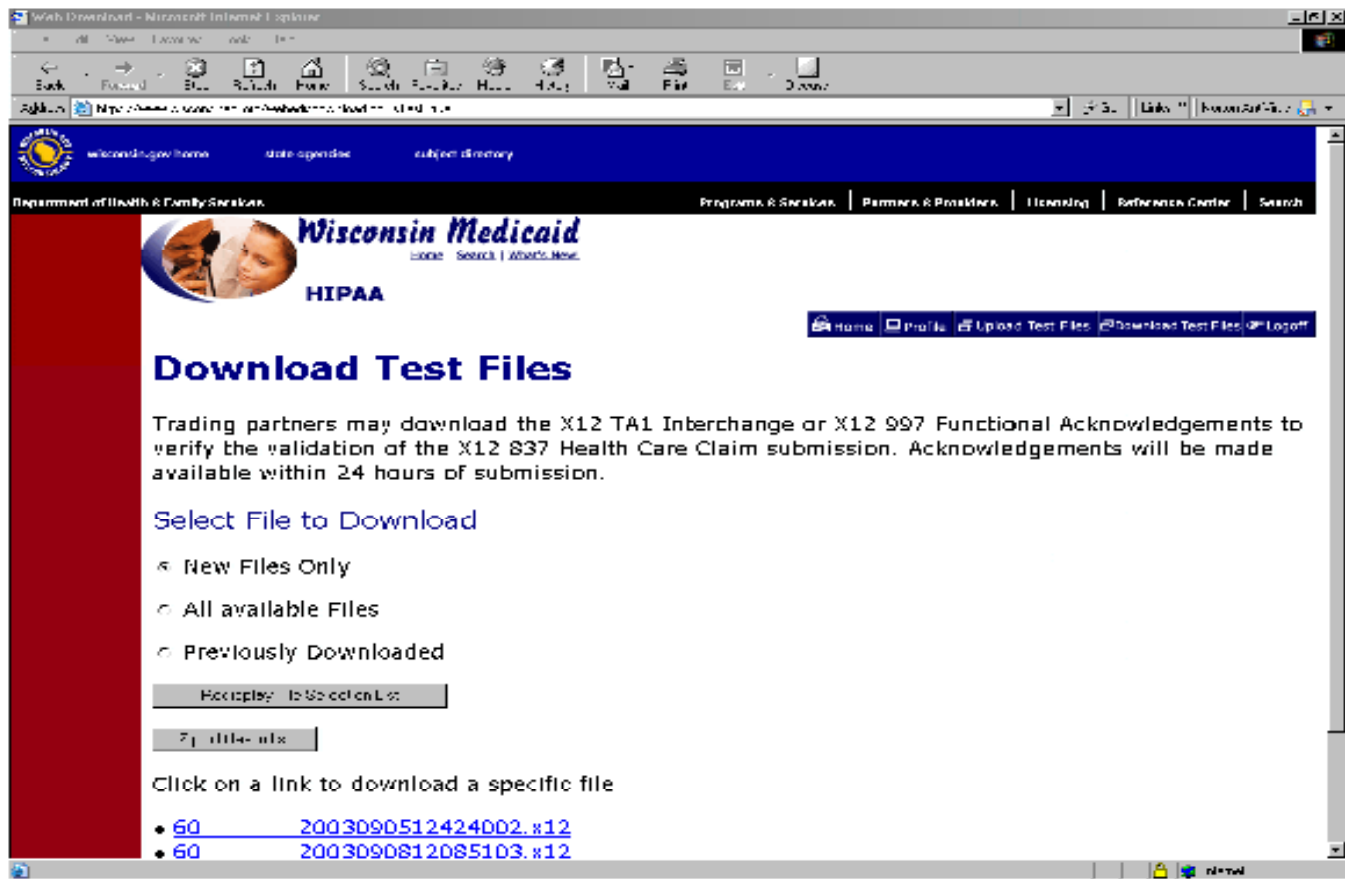
## Step 2 – Downloading X12 835 Transaction

Click Download Test Files



Trading partners will receive the following screen. Trading partners may select from the following options when downloading files:

- New files only
- All available files
- Previously downloaded file

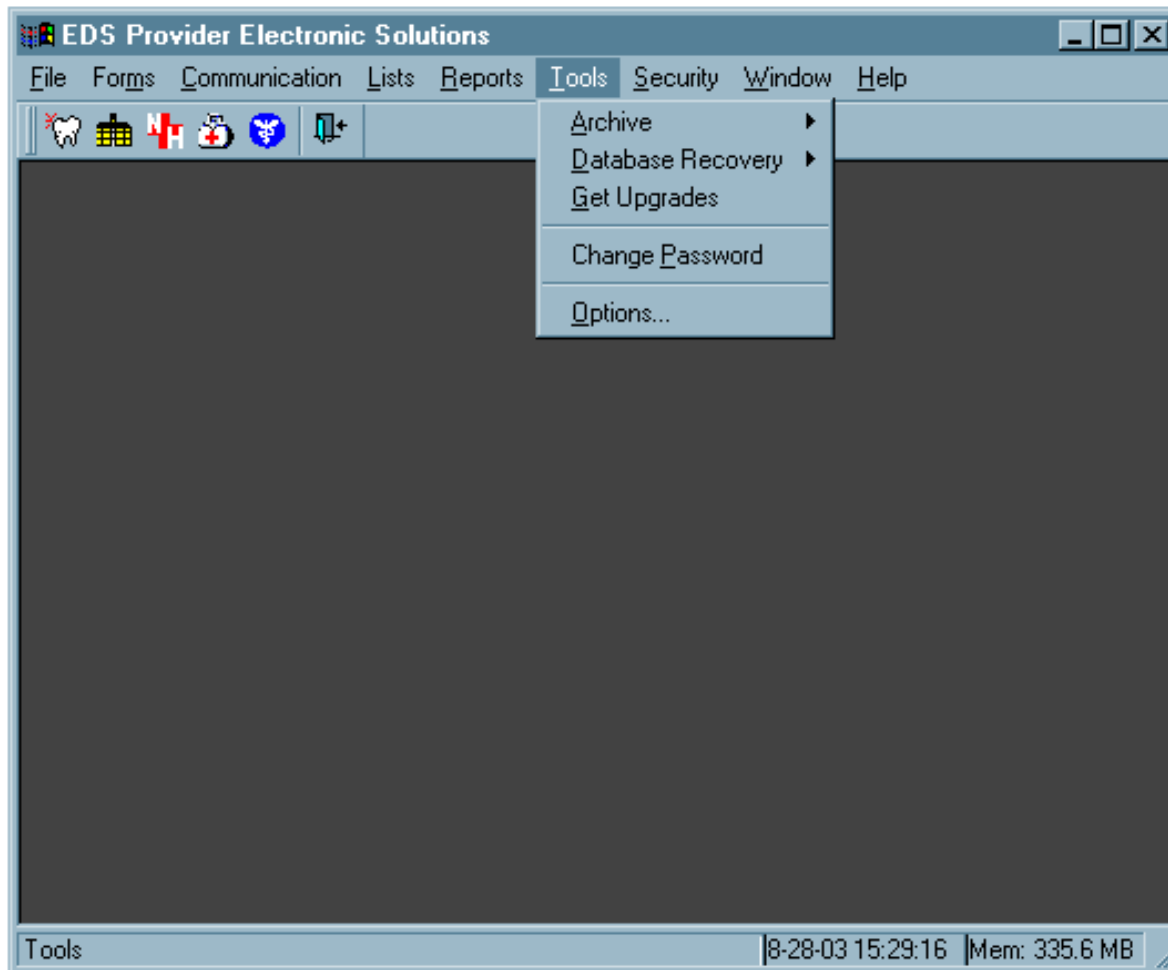


Trading partners may click on a link to download the X12 835 transaction file(s), or if multiple files exist trading partners can zip files in the list to prior to downloading. The default setting for downloading files is New Files Only. Trading partners may also filter the list of files displayed by clicking on All Available Files or Previously Download. The Trading partner id will precede the file name.

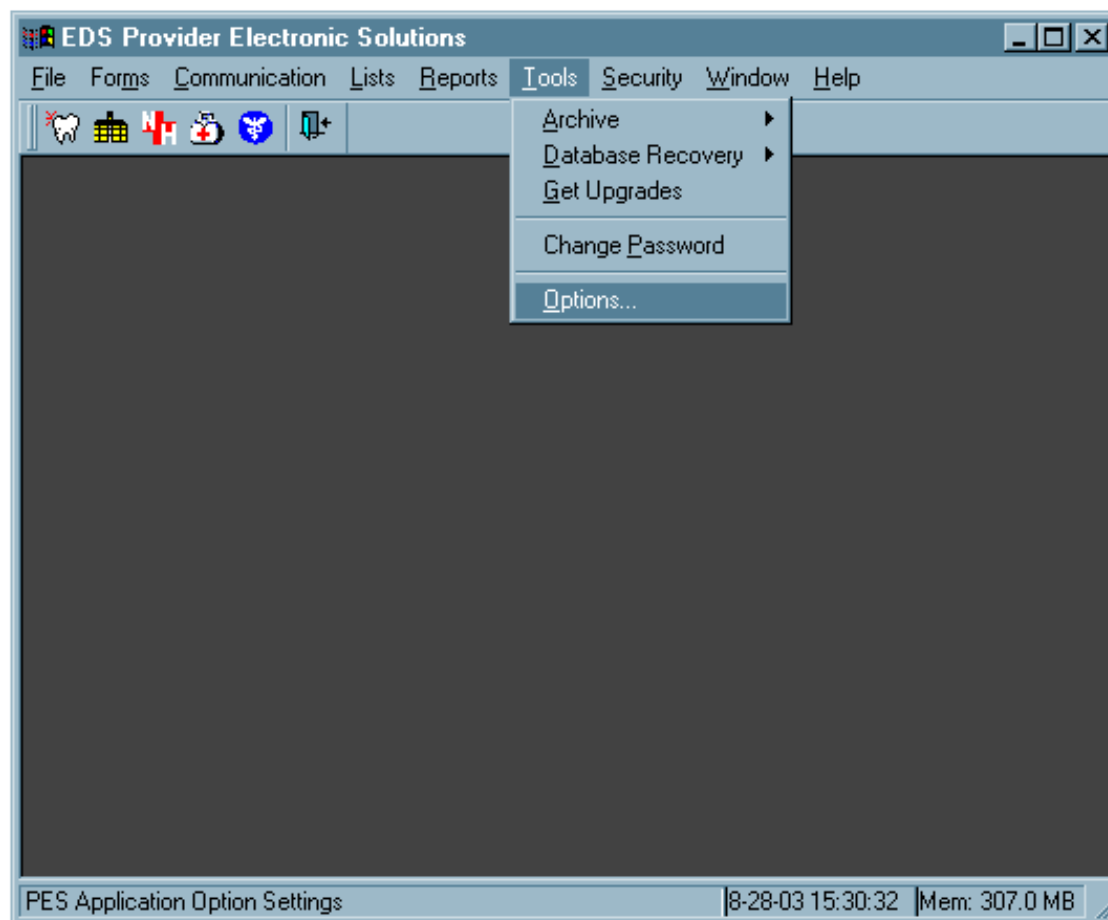
#### **SECTION IV – PES CONNECTIVITY AND EXCHANGE**

The DHCF requires all Provider Electronic Solutions (PES) users to test for software connectivity. This will ensure all PES users are properly setup to submit and download electronic transactions to the DHCF EDI Department. Following are the instructions for PES connectivity and exchange.

Click on the Tools menu



Click Options



Select the Web tab.

**Options**

Batch **Web** Receiver/Payer Retention

☒ Use Microsoft Internet Explorer Pre-config Settings

Connection Type  
☐ LAN ☒ Modem

☐ Use Proxy Server Dialup Network [Dropdown]

Proxy Information  
Address [Text Box] HTTP Port [Text Box]  
HTTPS Port [Text Box]  
Proxy Bypass [Text Box]

Environment Ind [P] RAS Phone # [Text Box] **Install RAS**

Help  
Print  
OK  
Close

Verify the Environment Ind is populated with a 'T' for Test.

The screenshot shows the 'Options' dialog box with the 'Web' tab selected. The 'Batch' tab is also visible. The 'Web' tab contains the following settings:

- ☒ Use Microsoft Internet Explorer Pre-config Settings
- Connection Type: ☐ LAN ☐ Modem
- ☐ Use Proxy Server
- Dialup Network: [Dropdown menu]
- Proxy Information:
  - Address: [Text field]
  - HTTP Port: [Text field]
  - HTTPS Port: [Text field]
  - Proxy Bypass: [Text field]
- Environment Ind: [Dropdown menu showing 'T' selected, with a list showing 'P Production' and 'T Test']
- RAS Phone #: [Text field]
- Install RAS: [Button]

On the right side of the dialog box, there are buttons for Help, Print, OK, and Close.

Click on the Close command button to exit out of Options.

Create and submit a test claim in PES. Refer to appropriate claim sections in the PES manual on how to create and submit a claim.

Pick up a 997 Acknowledgement the following day or the 835 Electronic Remittance and Status Report the following week. Refer to Batch Response in the Communications section in the PES manual on how to view these reports.

Please ensure to change the Environment Ind to 'P' in Options when submitting production claims to the DHCF EDI department.